



MVCC

Career
Development
Center



JOB SEARCH

Job Search Steps

- Our professional Career Development Center staff can help you navigate the job search process. Attend a workshop (dates and times listed on mvcc.edu/career/career-events.php.) or schedule an individual appointment for help at 315-731-5847.
- Decide what you're looking for (type of organization, job title, location) that fits your credentials and requirements (location, type of position, setting, etc.).
- Prepare your application materials (resume, cover letter, reference list) well before graduation (see our Career Development resume handouts and schedule an appointment for individualized help).
- Search and apply. Each organization will have specific application instructions you must follow precisely (how to apply, deadlines, and what items are necessary to complete your application). Some employers require cover letters, but some don't. If the application instructions state that any item is "recommended," you are advised to submit it.
- Prepare for the best-case scenario of being called in for an interview. The more professional the job is, the more structured and formal the interview will likely be. Let the staff in the Career Development Center help you with this process. We have valuable handouts, tips, and can conduct one-on-one mock interviews to help you prepare and manage some of the nerves that are common with interviews.

Timeline

- Be sure to begin the job search/application process well in advance. Get started on your resume early so you'll have it in good form when your dream job gets posted. Waiting until the last minute to create or refine your resume can be very stressful. You may miss a deadline, and submitting a resume that is rushed will likely hinder your goal of getting an interview.
- It may take about six to eight weeks from the time of applying to getting hired, and it can take several months to find the right position to which you want to apply.

Popular Job Search Sites

- www.mvcc.edu/handshake
- indeed.com
- careerbuilder.com
- simplyhired.com
- jobs.com
- monster.com

Network

- Networking means using professional, academic, or personal contacts to learn more about a particular field and assist with your job search by providing an excellent way to hear about current job opportunities.
- Use the resources available to you, such as Handshake. Connect with and follow employers who are specifically recruiting MVCC students and alumni on this site. Create a free account, build your profile, upload career documents, gain career tips, and apply for positions online at www.mvcc.edu/handshake.



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- LinkedIn.com: sometimes referred to as the “professional Facebook” or “your resume online.” LinkedIn is the largest professional networking site with hundreds of millions of members, and is used broadly by recruiters, hiring managers, and professionals in hundreds of industries. LinkedIn is available to help professionals find jobs in their field by creating a professional presence online, and allowing them to discover connections to opportunities via their network, learn about trends and news in their industry, and get introduced to the right contacts for their employers of choice (The Career Counselor’s Guide to LinkedIn, NACE, 2016). Sign up for a free account at www.linkedin.com.
- Always be sure your social media sites do not contain any questionable or unprofessional content that can cause massive regrets and hurt your current and future career. Ask a trusted professional to help you if you have questions about what is considered professionally appropriate or see the section “Social Media Warnings” of the “Resume Writing Guide” available in the Career Development Center.
- Visit the “Events” link of the MVCC Career Development Center webpage (www.mvcc.edu/career) to learn about upcoming alumni career panels, employer site visits, career fairs, and employers of interest who are scheduled for on-campus recruiting.